



## NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



**POSITION AND DUTY MOS:**  
Bilateral Affairs Officer- Moldova  
Branch Immaterial

**RANK/GRADE:**  
**MAJ/O4**  
(Currently on-board  
AGR MAJ/O4 only)

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**NATIONWIDE**

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**STATEWIDE**

**ANNOUNCEMENT #:**  
AGR-FTM 2014-46

**UNIT, LOCATION, POC:**

JFHQ-J5 (SPP), Raleigh, NC  
POC: MAJ Clay Jackson (919) 664-6000 x 46997  
Barry.c.jackson4.mil@mail.mil

**OPENS:**

16 May 2014

**CLOSES:**

16 June 2014

**POSITION DESCRIPTION:** Serves as North Carolina National Guard's representative in Moldova (MDA) on the US Embassy Country Team, under the aegis of the State Partnership Program (SPP). The Bilateral Affairs Officer is a member of the Office of Defense Cooperation (ODC) team in the US Embassy, Moldova, his/her duties encompass the core of the planning, and coordination of schedules and execution of Traveling Contact Teams (TCTs), Familiarization Visits (FAMs), and other events. This is considered a diplomatic-level assignment. The ODC represents the United States European Command (EUCOM) and is responsible for coordinating Security Assistance (SA) activities and Defense Cooperation programs with Moldovan Ministry of Defense. One of these programs includes the State Partnership Program with the North Carolina National Guard. Duties of the BAO include:

- a. Responsible for planning and coordinating State Partnership Program (SPP) and Title-10 Military-to-Military (M2M) events.
- b. Develop Event Concept Sheets and maintaining EUCOM's CFR database.
- c. Supports U.S. Military personnel performing such events in Host Nation.
- d. Principle POC and coordinates logistics requirement for all TCTs, FAMs and Special Events.
- e. Maintain event database schedule of planned events as required.
- f. Assists in the development ODC Five Year Plan.
- g. Manages continuing response/progression to Host Nation requirements as stated in Annual Planning Conference.
- h. Conducts coordination with Host Nation Points of Contact (POCs) for FAMs.
- i. Ensure that requirements for follow-up actions are completed upon the conclusion of each event to include the receipt of formal After Action Reports (AARs) and updating of Historical records.
- j. Recommends and assists in the development of follow-on events.
- k. Maintains communication with the EUCOM Regional Program Manager (Desk Officers), EUCOM service component (POC's), and the State Partner's SPP Coordinator at NCNG JFHQ.
- l. Coordinate staff activities within the ODC as required.
- m. Coordinate activities with the Moldova Army's Liaison Officer.
- n. Coordinate procurement of Visas for Host Nation nationals with required embassies for conduct of business, as required.
- o. Assists and advises on Foreign Clearance Requirements for US personnel coming to the host country for events.
- p. Additional duties as directed by the Chief of the Office of Defense Cooperation – Moldova (T10 - O5)
- q. Facilitates Military to Civilian (M2C) and Civilian to Civilian (C2C) activities between N.C. and Moldova. This is a two year temporary, accompanied tour with a PCS move. Tour may be extended for six additional months with EUCOM and TAG approval. This tour is projected to start effective January 2014, with approximately 3 separate TDY training events (totaling 6 weeks) prior to the PCS.
- r. Soldier selected for this position will be required to complete and submit a T10 application to HRO for submission through TAG to HCM-O for T10 tour approval and publication of T10 order. Additional information and documentation can be found on GKO at <https://gkoportal.ng.mil/jobs/SitePages/Home.aspx>

### **QUALIFICATION REQUIREMENTS:**

- Applicants must demonstrate good character, high motivation, initiative, and sound judgment to serve as an appropriate representative of the North Carolina National Guard, the Department of Defense, and the U.S. Government, in duties subject to high profile & scrutiny. The BAO must frequently act without specific guidance – therefore the individual must understand command intent and how to create and seize opportunities to further the NC Adjutant General's intent to promote the SPP and Security Cooperation with Moldova.
- Must meet retention medical/physical standards (AR 40-501, Chapter 3), height/weight standards (AR 600-9), and present good military bearing.

### **DESIRABLE QUALIFICATION:**

- Previous assignment(s) demonstrating a wide exposure to various capabilities of the NCNG
- Prior deployment experience
- Experience in joint operations
- Prior experience working with a foreign government or foreign military
- Education or work experience in European studies, international affairs, political science, or similar applicable field

**APPLICATION PROCEDURES:** This application only open to on-board NCARNG AGR; applicants **must** submit the following:

1. OTAGNC Form 690-101, AGR Mobility Application (**OCT 02**).
2. Letter of recommendation from your Brigade AO (or 1<sup>st</sup> O6 in chain of command for personnel at JFHQ).
3. Last three APFT results (DA Form 705) (attach DA 5500-R/5501-R and DD 3349 if applicable).
4. Last three OERs (DA Form 67-9) (must show rated time for last 36 months, letter from Commander is needed if missing rated time).
5. Current signed and certified (by your PSNCO) copy of ORB or DA Form 2-1.
6. Current DA Photo

**NOTE:** Packets **received without certification or signatures** will be considered incomplete.

**IMPORTANT! PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered **"Not Qualified"** because of lack of information. The HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. After recommendation is approved by the Adjutant General, the chairperson of the selection board will contact all applicants to notify them of recommendation or non-recommendation. This office will also confirm recommendation and non-recommendation by memorandum. Do not submit original documents. **MUST BE AWARE OF THE CONTENT OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**

**MAIL APPLICATIONS TO:** JFHQ-NC-HRO-MD, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office no later than 1500 hours on the closing date of the announcement. Applications may also be emailed to [nq.nc.ncarnq.mbx.hro-agr](mailto:nq.nc.ncarnq.mbx.hro-agr) Attn: SFC Steven Rau, AGR NCOIC

**NO ACTION will be taken on INCOMPLETE APPLICATIONS.** Applications may not be mailed using government-supplied envelopes or postage. If not selected, only non-selected letters will be sent to applicants. Applications will not be returned.

### **THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.